



Town of Parachute | City of Rifle | Town of New Castle | City of Glenwood Springs | Town of Carbondale
Garfield County | Garfield County Public Library District | Roaring Fork Transportation Authority

Meeting Minutes

Wednesday, January 11, 2012, 1:00 p.m. to 3:00 p.m.

Garfield County Administration Building, 108 8th St., Glenwood Springs

Board members present

City of Rifle: Keith Lambert

Town of New Castle: Greg Russi

Garfield County: Tom Jankovsky

City of Glenwood Springs: Leo McKinney

Town of Parachute: Judith Hayward

Town of Carbondale: John Hoffman (arrived at 1:09 p.m.)

Others attending

Garfield County: Jim Rada, Bob Prendergast

CLEER: Tom Baker, Karen Lanier, Mike Ogburn, Cam Burns

Colorado Mountain College: Lynne Cassidy, Nancy Genova

City of Rifle: Mike Braaten

City of Glenwood Springs: Dave Sturges

Governor's Energy Office: Joani Matranga

Karp, Neu, and Hanlon Law Office: Jim Neu

Former GCE Board Chair: Shelly Kaup

Town of Silt: Janet Aluisse

Members not attending

Garfield Library District: Amelia Shelley

Next meeting: Wednesday, February 8, 2012, 1:00 – 3:00 p.m., Garfield County Human Services Building, Rifle.

Public comments: Joani Matranga from the Governor's Energy Office offered congratulations to the new GCE authority and commended the members for showing great leadership. She looks forward to working together in future.

Board member comments: none

Consent Agenda

Tom Jankovsky made a motion to approve the December meeting minutes. Leo McKinney seconded, and the motion passed unanimously.

Election of Officers: Chair, vice chair, and secretary positions were up for election. Keith Lambert made a motion that Greg Russi remain chair, Leo McKinney seconded the motion and the board discussed the current status of the position. No other nominations were made, and the motion was passed unanimously.

Greg Russi nominated Leo McKinney as vice chair, Judi Hayward seconded the motion, and it passed unanimously.

Tom Jankovsky nominated Judi Hayward as secretary, and she accepted with the understanding that her position on the board of trustees for the Town of Parachute is term-limited this April. She will try to find a way to stay on after that. Greg Russi seconded the motion and it passed unanimously.

Consideration of By-laws: Jim Neu offered his congratulations on becoming a separate legal government entity. He explained changes to the by-laws that the board had determined at the last meeting and clarified provisions for a special meeting.

Jim Neu answered questions about the GCE's fiduciary responsibilities as a separate governmental entity.

The board discussed the need for a financial committee and it was added to the meeting's agenda as an action item.

Tom Jankovsky made a motion to approve the by-laws as presented, the motion was seconded by Leo McKinney, and passed unanimously.

Resolution No. 1, Series of 2012: Designating Regular Meetings, Posting of Notice: Clerks will post the meeting agenda publicly in all member jurisdictions. Keith Lambert made a motion to approve, Leo McKinney seconded, and the board discussed sending clerks the agenda document that would be a separate document from the entire meeting packet. The motion passed unanimously.

Resolution No. 2, Series of 2012: Adopting the 2012 GCE Budget: Chair Greg Russi opened a public hearing at 1:26 p.m. on proposed adoption of 2012 GCE budget. Tom Baker explained the budget documents and the break-down of various grants and services.

The board discussed the affiliate member category and their undetermined contributions, the unallocated funds from non-GCE programs that Garfield County is administering, the difference

between GCE and the original advisory board, and the fiscal agent role regarding the exact amounts that GCE has oversight on.

Tom Jankovsky pointed out that Garfield County will continue to manage the Better Buildings grant and that those funds should not be reflected in the GCE Budget. The Board agreed to amend the GCE Budget to remove the Better Buildings revenue row and expenditure column; therefore, the GCE Budget would total \$340,500 in revenue and \$340,000 in expenditures.

The board discussed specific line items on the budget.

The Board asked about the procedure required to change the budget as the year moves forward. Jim Neu explained how to make changes to the budget during the year. This would be done by motion, and at the December, 2012 meeting adopt an amended budget for all changes made in that year. If a new grant contract is secured, it will be handled the same way.

Greg Russi asked for the minutes to reflect that GCE role regarding the Better Buildings grant is advisory only and GCE is not accepting that responsibility.

Dave Sturges presented himself as a citizen who has examined the budget documents and stated that the transition to a new entity is appropriate and well-handled.

Notice of budget hearing was published on January 6, 2012 in the Glenwood Post Independent for this public hearing as required by state statute.

Closed public hearing at 2:03 p.m.

Tom Jankovsky made a motion to approve the 2012 budget, as amended, and appropriate those sums as indicated, by approving both Resolution Nos. 2 and 3, Series of 2012. He asked for another amendment to the resolutions to remove the wording "as proposed by CLEER" in the Whereas statement.

Keith Lambert seconded the motion to approve Resolution Nos. 2 and 3, Series of 2012, as amended. The motion passed unanimously.

Resolution No. 3, Series of 2012: Regarding 2012 Appropriations: This was included in the motion above.

Resolution No. 4, Series of 2012: Ratifying Actions of GNECI: The board discussed this item and determined to drop it as an agenda item because it would not be relevant if GCE does not take on the Better Buildings program.

Contract with CLEER: The board discussed the contract and determined three items to amend: take budget numbers out, remove language about DOLA, and add the goal statement, "Increase energy efficiency as measured by reducing energy consumption 20% by 2020 over a 2009 baseline as a means to a stronger, more resilient, and energy secure economy," in the following

sections: the Energy Saving Programs for Governments and Schools, Commercial Sector and Residential Sector

The board also wanted to add a renewal clause to the contract.

Greg Russi made a motion to approve the contract as amended, Tom Jankovsky seconded, and the motion passed unanimously.

Contract with Karp, Neu, and Hanlon: Greg Russi recused himself from the discussion and Leo McKinney led it.

Jim Neu explained his legal services leading up to now and his expectations for minimal needs in the future.

Keith Lambert made a motion, Judi Hayward seconded it and discussion by the board expressed their support of the decision. The motion passed unanimously.

Bank Account Signers and Bookkeeping Services: No bookkeeper has been selected. The work may be less than previously expected.

The bank account needs two signers from the board. Tom Baker explained the procedure for setting up an account.

Appointment of Finance Committee: The board discussed responsibilities and roles. The secretary and two other members were selected: Judi Hayward, Tom Jankovsky, and Leo McKinney. The Finance Committee also constituted the board members approved as signers on the GCE checking account.

Keith Lambert made a motion that the board secretary and two members comprise the finance committee. John Hoffman seconded, and the motion passed unanimously.

Greg Russi made a motion to make all three Finance Committee members signers for the GCE Checking account. John Hoffman seconded, and it passed unanimously.

The board discussed partner invoicing without a bookkeeper, and CLEER will generate invoices and send them out with GCE as the billing entity. Checks received to Garfield Clean Energy c/o CLEER, will be deposited in the new bank account.

The official mailing address is now: Garfield Clean Energy, c/o CLEER, P. O. Box 428, Carbondale, Colorado, 81623.

In continuing the selection process for a bookkeeper, staff will identify a bookkeeper and email board members in order to receive feedback in advance of the February meeting.

Appointment of GCE representative to Rifle TOD: Rifle received a large grant for transit-oriented development, and Keith Lambert suggested that he be the representative from GCE.

Judi Hayward made a motion that Keith represent GCE with the Rifle grant, and Greg Russi seconded. The board asked Keith to regularly update the board on the grant's progress. The motion passed unanimously.

Mike Braaten explained the details of the grant and the partners involved in the grant.

Information Items

CIRSA E&O Insurance status: Tom Baker reported that the E&O application is in process with CIRSA and coverage will be determined in February..

MOU: Jim Neu advised that without the Better Buildings funding in the GCE Budget that this item was no longer relevant.

CLEER/GarCo grant for Better Buildings: The Garfield County Board of County Commissioners approved \$219,000 and CLEER to administer the grant.

GCE Replication, En. Nav. Services: Alice Laird reported that CLEER is exploring replication of GCE services for other communities.

Mike Ogburn explained that the Energy Navigator provides evidence on progress for the community-wide goals by making big buildings more energy-efficient and generating revenue. CLEER would like to take the services to target markets and possibly bring revenue back to GCE.

GCE Retreat: The board would like to hold a day-long retreat in March or April. Staff will send an email with locations and dates to all board members for feedback.

Financial Report: Jim Rada reported on three grants that Garfield County manages. DOLA is wrapped up, and all expenses are accounted for. The final report should be finished within the week. DOE grants reports were submitted yesterday; EECBG-A should be spent in the first quarter. EECBG-C grant was approved for 2012 and runs out in 2013.

The board discussed that Garfield County commissioners will be looking at the microloan funds and an update on the financing program, which is under the Better Buildings program that GCE is no longer administering. Alice Laird summarized the details of the financing program to the board.

Staff Report

Mike Ogburn gave an update on the Petroleum Independence Program and the CNG Collaborative progress and possible collaboration with Weld County, Mesa County, City of Grand Junction and others. The board discussed the importance of the CNG program for the region and the country. Joani Matranga also commented on the goals for CNG in the Governor's Energy Office.

Meeting adjourned at 3:07 p.m.

GARFIELD CLEAN ENERGY COLLABORATIVE

By: _____
Greg Russi, Chairperson

ATTEST:

Judith Hayward, Secretary

These minutes were reviewed and approved by a vote of the Garfield Clean Energy Board of Directors at its meeting held on February 8, 2012.